

**DEFENSE INTELLIGENCE AGENCY
REGULATION NO. 12-15**

**HEADQUARTERS, DEFENSE
INTELLIGENCE AGENCY
WASHINGTON, DC 20301
14 July 1981**

ADMINISTRATION

PROCESSING OF NFIC, NFIB, AND MIB PAPERS

1. **PURPOSE:** To establish internal DIA policies and procedures governing the preparation of DIA comments and positions for matters to be acted upon by the National Foreign Intelligence Council (NFIC), National Foreign Intelligence Board (NFIB), and the Military Intelligence Board (MIB).

2. **APPLICABILITY:** This regulation applies to all elements of the DIA.

3. **SUPERSESSION:** This regulation supersedes DIAR 12-15, 23 September 1976.

4. **AUTHORITY AND RESPONSIBILITY OF NFIB OFFICE (DI-NFIB):** The NFIB office will:

a. Serve as the primary DIA point of contact with the NFIC/NFIB Secretariat concerning NFIC/NFIB items and initiate and/or transmit correspondence to the NFIC/NFIB Secretariat when appropriate.

b. Receive, log, control, assign action upon, and monitor timely responses to incoming NFIC/NFIB documents which are the subject of NFIC/NFIB actions.

c. Review NFIC/NFIB briefing papers and correspondence prepared by DIA action officers for format, adequate response and coordination, and consistency with other DIA actions.

d. Prepare (as appropriate) briefing books of appropriate background material and action officer's briefing papers for the use of the Director and other designated DIA representatives at Prebriefs and NFIC/NFIB meetings.

e. Arrange and coordinate NFIC/NFIB Prebriefs and meetings of the MIB. The MIB will convene after the Prebrief to enable the Service Intelligence Chiefs to discuss matters of mutual concern and to present their positions with reference to the NFIC/NFIB agenda. Prebriefs normally will be scheduled the day of the MIB, however, if

the agenda items are long and contentious, more than one Prebrief may be needed and will be scheduled accordingly by the DI-NFIB office. It is the responsibility of the action officers to advise the DI-NFIB office when a MIB or NFIC/NFIB item falls in the above category so that sufficient time for the Prebrief(s) can be scheduled. Prebriefs are normally held in the Director's office and MIB's held in the Director's Conference Room. As appropriate, insure that DIA positions on policy and resource matters are coordinated with the Deputy Undersecretary of Defense (Policy) (DUSD(P)) by the action officers.

f. Maintain the DoD reference file of NFIC/NFIB documents.

g. Supervise dissemination of NFIC/NFIB documents within the DoD.

h. Provide copies of NFIC/NFIB documents and action memoranda for DIA elements.

i. Serve as the primary point of contact with the Services concerning NFIC/NFIB/MIB items.

j. Act as the Secretariat of the MIB.

k. Initiate appropriate followup action as a result of NFIC/NFIB/MIB meetings.

5. RESPONSIBILITIES OF DIA ACTION OFFICERS:

a. Advise DI-NFIB of the name and telephone extension of designated action officers.

b. Prepare a briefing paper recommending the DIA position for the MIB and NFIC/NFIB meetings. Action officers will follow the principles of completed staff action, coordinating as appropriate with other elements of the DIA, the Services, the Joint Staff, the Office of the Secretary of Defense (OSD) and other members of the Intelligence Community. An original and six copies of the

papers will be delivered to DI-NFIB, room 1000, Pentagon, by 1200 hours of the day prior to the Prebrief (or as otherwise requested) for review and incorporation in the briefing books. Action officers will be prepared to orally brief the Director at the Prebrief and the Service Intelligence Chiefs at the MIB. Unless otherwise informed, action officers will not accompany the Director to the NFIC/NFIB meetings.

c. Action officers will coordinate items concerning policy and resource matters with the DUSD(P) staff and so indicate on the briefing paper under the coordination block.

d. *Telephonic concurrence/nonconcurrence action.* Some NFIC/NFIB actions are decided without a

FOR THE DIRECTOR:

OFFICIAL:

Manley S. Sullivan
MANLEY S. SULLIVAN
Chief, Publication and
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Enclosure
Format for Briefing Paper

DISTRIBUTION D

formal meeting of the NFIC/NFIB principals. When other than a Special National Intelligence Estimate (SNIE) is being considered in this manner, the action officer will forward an original copy of the briefing paper plus any necessary background information to DI-NFIB for a decision by the Director. If a SNIE is being considered, six copies of the briefing paper will be forwarded.

6. **FORMAT OF THE NFIC/NFIB/MIB BRIEFING PAPER:** The briefing paper serves as an aid to the Director at the applicable meeting. It should be succinct and preferably limited to one page but no more than two. The paper should be single spaced on white bond paper and prepared in the format outlined in enclosure 1.

E. A. BURKHALTER, JR.
Rear Admiral, U.S. Navy
Chief of Staff

FORMAT

Serial Number

Briefing Paper for DR

Subject: In the subject, give the title of the action/document, and in the case of NFIC/NFIB documents, the number.

1. *Background:* State the nature of the action, what the applicable Board is required to do, and a brief history (when applicable) of previous action on the item. When pertinent, state which NFIB agency initiated the item.
2. *Problem:* Identify the problem and issues in light of DIA objectives and interests. Include a brief statement(s) as to what, if any, effect approval/disapproval of the proposal will have on U.S. relations or intelligence interests in the area concerned.
3. *Discussion:* Analyze the problem. List issues that may be brought up by other principals based upon coordination with other action officers. Include information on Service positions. If the proposed DIA position requires modification of the text including proposed new text and if appropriate evidence to support the proposed changes as Tabs.
4. *Recommendations:* State the proposed DIA position — concurrence with the basic document, nonconcurrency, or concurrence subject to amendment.
5. *Coordination:* State the coordination effected both within and outside the DIA.

Briefing Paper prepared by: Name of action officer
Extension
DIA Element

Approved by: (Appropriate Vice Director, or his representative)

ENCLOSURE 1